



SERGEANT-AT-ARMS

The logistical meeting coordinator!

The Sergeant-At-Arms plays a vital role as a foundational basis for meetings. He or she is responsible for the club's physical property. Without an effective Sergeant-At-Arms, the efficacy of meetings would crumble.

Preparation before the meeting

- One week prior to the meeting, review the room reservation schedule to ensure that the Wilshire Center 6th floor conference room is confirmed for True Blue Toastmasters. If the room is not available (it may even happen on the day of), please find another meeting room *as soon as possible*. A second option would be the Wilshire Center 5th floor conference room.
- The **Toastmaster** and/or **Vice President of Education** will inform you of the THEME one week prior to the meeting. As Sergeant-At-Arms, you are responsible for opening the meeting; thus, you will be setting the mood and the tone. *Practice ahead of time* what you are going to say by sharing a very short story or interesting fact(s) that is related to the theme. This is also a chance to practice and sharpen your public speaking skills!
- Please check the cart and make sure that you have:
 - The lectern
 - The gavel
 - Red/yellow/green color cards or signal color lights
 - Timing device if available (stopwatch, etc.)
 - Working pens
 - Dry eraser markers
 - Doorstop
 - Ballot bucket
 - Ah-Counter coin jar
 - Enough voting ballots for “Best Evaluator” and “Best Table Topics”
 - Enough copies of the quarter-size evaluation sheets
 - Enough award ribbons for “Best Evaluator” and “Best Table Topics.” Please inform the Vice President of Education when the supply is running low.

During the meeting

1. Arrive 10-15 minutes early to prepare the meeting room.
2. Post signs by the elevators and around the meeting room to direct attendees to the room location.
3. Set up the lectern and gavel. Place two “Best Evaluator” ribbons, and two “Best Table Topics” ribbons by the lectern (in case there are ties during the voting).
4. Place a doorstop by the door if there isn't one already available.

5. The conference room is usually supplied with dry eraser markers, but are usually in poor condition. Instead, take all of the markers and put them on the floor. Replace with dry eraser markers from the cart because they have better ink quality.
6. Scatter working pens in the center of the table.
7. Place at each seat a voting ballot for “Best Evaluator” and “Best Table Topics.” Place at each seat the appropriate number of quarter-size evaluation sheets, according to how many prepared speeches there are.
8. Give the timing device and color cards to the **Timer**. Give the coin jar to the **Ah-Counter**. Give the ballot bucket to the **Table Topics Master**. If they are a bit late to the meeting, hang on to these items and give it to them when they arrive.
9. At 12:00pm, bang the gavel and call everyone to order:
 - a. Take control of the meeting in a smooth and confident manner. Make a few opening remarks or share a short story related to the THEME. Then have everyone read aloud the “Mission of Toastmasters” together.
 - b. Turn the meeting over to the **President**, making sure that you do not leave the lectern until the President arrives. Shake hands with the President before returning to your seat.
10. At the end of the meeting, collect all of the equipment including the lectern, gavel, color cards/signal lights, timing device, coin jar, ballot bucket, award ribbons, extra voting ballots, extra quarter-size evaluator sheets, the door stop, pens, the dry eraser markers and putting the old ones back on the board easel, take down meeting room signs, etc. Put the Ah-Counter money in one of the blank envelopes from the cart, write the date on the outside of the envelope, and give it to the Treasurer for safekeeping.

After the meeting

- Reflect on how you did as Sergeant-At-Arms and implement any changes or improvements for next time.

Miscellaneous

- During club speech contests, the Sergeant-At-Arms is responsible for escorting contestants in and out of the room and making sure that there aren't any security breaches or interruptions. Please ask the President and Vice President of Education for more information regarding club speech contests.
- If the Sergeant-At-Arms wishes to participate in the club speech contests, another member will take the Sergeant-At-Arms' role.

More information about Sergeant-At-Arms can be found by clicking [here](#).

Serving as Sergeant-At-Arms is an excellent way to practice many valuable skills such as public speaking, organizing, and sharp logistical skills. Preparation is key to your success!